

I. FORMING THE DEVELOPMENT CONCEPT

Acceptable documentation for the Forming the Development Concept section includes: Copy of deed, title, option to purchase, or lease agreement, development budget, operating budget, sales/rental forecast, sources and uses budget, funding commitment letters, organization's by-laws or articles of incorporation (if applicable), print out of each folio listed via Miami-Dade County Property Appraiser's website, and narratives for questions 6, 8 and 9.

1. Does the organization/applicant have documented site control? ☐ Yes ☐ No
(Please note that site control is **mandatory** and that the absence of documented site control will nullify the application for this fiscal cycle.)
2. If yes, which supportive documentation does your organization hold?
 - ☐ Title or deed (5 pts.)
 - ☐ Option to purchase (1 pt.)
3. Please list the folio numbers for this project: _____

4. Has the estimated development costs and operating budget or sales forecast been completed? (3 pts.)
 - ☐ Yes- How much financing, if applicable, is needed for pre-development costs? \$ _____
 - ☐ No
5. Have prospective/alternative funding sources been identified and secured? (3 pts.)
 - ☐ Yes ☐ No
6. Have predevelopment funds, to pay for a feasibility analysis, been acquired?
 - ☐ Yes - Attach a written description. (2 pts.)
 - ☐ No (0 pts.)
 - ☐ N/A- Feasibility analysis is complete. (2 pts.)
7. Does the project fit the organization/applicant's mission and service goal? (1 pt.)
 - ☐ Yes ☐ No
8. Does the community support this project? (1 pt.)
 - ☐ Yes - Attach a written description.
 - ☐ No
9. Will program income such as loan repayments, property sales proceeds, rental income and special assessments be created as a result of the project? (Please note that re-investment of program income is permissible into eligible activities under U.S. Department of Housing and Urban Development guidelines, however, the use of such must be approved by OCED.)
 - ☐ Yes - Attach a written description. (1 pt.)
 - ☐ No (0 pts.)
 - ☐ N/A- No program income will be generated. (1 pt.)

II. FEASIBILITY

Acceptable documentation for the Feasibility section includes: Copies of the feasibility study, a risk assessment description, architectural designs, the Phase I environmental audit, or environmental clearance, the market study, project proforma, development team contractual agreements, variances, permits and other public approvals, and site survey (if applicable) and other descriptions as requested in questions below.

10. Have construction feasibility issues been evaluated? (1 pt.)

- ☐ Yes - Attach a written description.
☐ No

11. Is there appropriate infrastructure or access to infrastructure for this project? (1 pt.) ☐ Yes ☐ No

12. Has a risk assessment analysis been completed? (1 pt.) ☐ Yes ☐ No

13. If yes, which of the following criteria did you use? Select all that apply. (1 pt. each)

- | | |
|---|--|
| <input type="checkbox"/> Underwriting risk assessment | <input type="checkbox"/> Fund leveraging analysis |
| <input type="checkbox"/> Review of program and project results | <input type="checkbox"/> Feasibility study |
| <input type="checkbox"/> Staff and organization's capacity | <input type="checkbox"/> Affordability analysis |
| <input type="checkbox"/> Project contribution to public goals | <input type="checkbox"/> Past compliance and performance |
| <input type="checkbox"/> Quality of reporting and documentation (if applicable) | |

14. Is preliminary architectural design complete? (1 pt.) ☐ Yes ☐ No

15. Is the project development work plan complete? (1 pt.) ☐ Yes ☐ No

16. Does the organization/applicant have a current (within one-year of application) site survey? (1 pt.)

☐ Yes ☐ No

17. Has the environmental assessment report been completed? (1 pt.) ☐ Yes ☐ No

18. Is the market study complete? (1 pt.) ☐ Yes ☐ No

19. Has the public approvals strategy been initiated? (1 pt.) ☐ Yes ☐ No

20. Is the project proforma complete? (2 pts.) ☐ Yes ☐ No

21. Is the strategy for raising financing and subsidy funds complete?

- ☐ Yes - Attach a written description. (2 pts.)
☐ No (0 pt.)
☐ N/A- All financing, less this request, has been secured. (2 pts.)

22. Does the organization/applicant have contractual agreements with appropriate development team members? (2 pts.)

☐ Yes ☐ No

III. PRE-CONSTRUCTION

Acceptable documentation for the Pre-Construction section: Copies of marketing plan, constructions specifications, commitment letters from all financing sources, bank statements, letters of award, and executed property management contract when applicable.

23. Is there an executed Property Management contract?

- ☐ Yes (1 pt.) ☐ No (0 pt.) ☐ N/A- Applicant will/does serve as Management. (1 pt.)

24. Is pre-leasing or pre-sales complete? (1 pt.)

- ☐ Yes ☐ No- if not, what percent (%) has been completed? _____

25. Are construction specifications complete? (1 pt.) ☐ Yes ☐ No

IV. PROJECT CONSTRUCTION

Acceptable documentation for the Project Construction section includes: Copies of proof of inspections by the County/City or other funding sources.

26. Is construction monitoring, by a construction manager, in place? (1 pt.) ☐ Yes ☐ No

27. Are inspections by the City/County, and funders underway or complete? (1 pt.) ☐ Yes ☐ No

28. Does the organization/applicant have disbursement policies and procedures in place? (1 pt.)

- ☐ Yes - Attach a written description.
☐ No

29. Did the organization/applicant clearly define and apply benchmarks, to measure progress and correlate disbursement, of project management costs, to project's schedules and costs, as evidenced in the proforma and scope of work required by this application? (4 pts.)

- ☐ Yes - Attach a written description.
☐ No

HOUSING SUB-SECTION

END OF HOUSING
SUB-SECTION